

MEMORANDUM OF UNDERSTANDING

between

THE U. S. DEPARTMENT OF LABOR

and

THE U.S. SMALL BUSINESS ADMINISTRATION

The U.S. Department of Labor (DOL) and the U.S. Small Business Administration (SBA) (the parties) have an interest in increasing the participation of Women-Owned Small Businesses (WOSB) in Federal procurement.

DOL and SBA support the Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) (FASA) which established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than five (5) percent of the total value of all prime contract and subcontract awards for each fiscal year.

DOL and SBA agree to work together to use and support this Memorandum of Understanding (MOU) to support the requirements of FASA.

BACKGROUND

On October 13, 1994, President Clinton signed FASA into law. This landmark legislation established the Government-wide goal for participation by small business concerns owned and controlled by women at not less than 5 percent of the total value of all prime contract and subcontract awards for each fiscal year.

FASA stated that WOSB are to participate in Federal procurement opportunities, and that WOSB should get part of the approximately \$200 billion in annual Federal procurements. FASA created a Government-wide responsibility to meet the 5 percent procurement goal for women, based on the total value of all Federal prime and subcontract awards in each fiscal year. FASA also challenged large Government prime contractors to form plans to increase subcontracting opportunities to WOSB.

The Small Business Act requires SBA and each Federal agency to set annual prime contracting and subcontracting goals for small businesses, small businesses owned by socially and economically disadvantaged individuals, women-owned small businesses, and qualified HUBZone small businesses. (15 U.S.C. § 644(g)(1).)

PURPOSE

SBA and DOL agree to cooperate in this MOU to increase the participation of WOSB in prime and subcontracting opportunities at DOL. This partnership will maximize the use of DOL and SBA resources and provide greater program recognition for results achieved.

RESPONSIBILITIES

DOL's Responsibilities in Support of the MOU:

1. The designated DOL Women's Business Advocate--the Director of the Office of Small Business Programs (OSBP)--will serve as a direct liaison to the women-owned business community and will pro-actively encourage DOL procurement office and program offices to consider WOSB for all procurement opportunities. The Advocate will work to raise the visibility of women-owned businesses in day-to-day procurement activities and will closely monitor the Department's achievement of the 5 percent goals.
2. Each DOL Agency Head will delegate to the Agency's Administrative Officer appropriate authority for working with the Agency's program officials, appropriate procurement managers, including the Department's Procurement Executive, and OSBP to ensure that actions are taken toward meeting the 5 percent goals for WOSB.
3. DOL's Office of Small Business Programs will develop a recognition program, with support by SBA, to recognize the DOL agencies that are most successful in increasing participation with WOSB and subsequent awards of WOSB contracts and subcontracts.
4. DOL's Secretary will issue a policy statement emphasizing the importance of achieving the 5 percent goals for WOSB to the Nation's economy and equal economic opportunity. DOL will monitor and report annually to the Secretary and Agency Heads on progress toward achieving the WOSB prime-contract and subcontract goals.
5. DOL/OSBP will include the 5 percent WOSB goals, and the efforts made toward the goals, in the performance plans of DOL agencies.
6. DOL/OSBP will conduct pro-active outreach activities for all small businesses and will encourage WOSB to participate in these activities. Outreach activities will include conducting educational/technical assistance events for WOSB, highlighting procurement opportunities on the DOL/OSBP website, working closely with SBA's Regional Women's Business Assistance Centers and Small Business Development Centers, and using SBA's PRO-Net database as well as DOL's own database to match WOSB with DOL procurement opportunities.

7. DOL will work with the Interagency Committee on Women's Business Enterprise and the National Women's Business Council in developing and promoting new initiatives, policies, programs, and plans designed to foster women's business enterprise.

SBA's Responsibilities in Support of the MOU:

1. SBA will provide DOL with a list, as requested, of 8(a) WOSB in support of streamlined procedures that eliminated SBA's approval of executed contracts under Section 8(a) of the Small Business Act. (15 U.S.C. 644, as amended.)
2. SBA will report regularly to the President and to the Cabinet about the progress of Federal agencies in fostering women's business enterprise in the Federal marketplace and in meeting the 5 percent goals required by FASA. In the report, SBA will include the status of efforts under this MOU and DOL's progress toward the WOSB goals.
3. SBA will offer formal Government and press recognition of this MOU. SBA will coordinate and distribute information announcing DOL's strategic steps to implement this MOU. In addition, SBA will work with DOL to develop a recognition program to recognize the DOL agencies that are most successful in increasing participation with WOSB and subsequent awards of WOSB contracts and subcontracts.
4. SBA will link its Internet web site to the DOL's OSBP web site.
5. SBA will help DOL use PRO-Net to identify WOSB with products and services that fill DOL procurement needs.
6. SBA will schedule and facilitate annual performance reviews of this MOU with DOL at the end of each year. These reviews will assess the progress of SBA and DOL in completing their MOU responsibilities.
7. SBA will support training programs held by DOL for WOSB, as requested, subject to the availability of funds. Training programs for WOSB will respond to the needs of WOSB, and will, among other things, provide assistance and advice to WOSB on marketing strategies and on doing business with the Federal Government.
8. SBA will support and advise the Women-Owned Business Advocate Working Group, made up of representatives from various procurement agencies. This Group will meet quarterly to provide a forum for issues pertaining to WOSB.
9. SBA will be a primary resource for DOL in continuing discussions on how to achieve WOSB goals. The Program Manager for the WOSB Procurement Program will be the primary point of contact from the SBA.

10. SBA, through its Office of Women's Business Ownership, will establish and maintain a list of women-owned business associations and organizations for DOL's use, upon request, in supporting wide distribution of procurement information.

TERM

This MOU is in effect for two years from the date of execution, and may be renewed by written agreement of SBA and DOL.

TERMINATION

This MOU may be terminated by either party on 30 days written notice to the other party.

RESPONSIBLE OFFICIALS

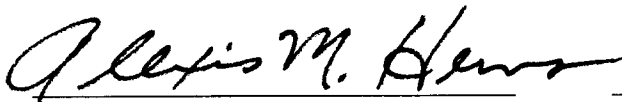
The officials responsible for this MOU are:

SBA: Judith A. Roussel
Associate Administrator for Government Contracting
(202) 205-6460

DOL: June M. Robinson
Director, Office of Small Business Programs
(202) 219-9148

SIGNATURES


The parties signing below accept the terms of this MOU:



Alexis M. Herman, Secretary
U.S. Department of Labor

MAR 19 1999

Date



Ada Alvarez, Administrator
U.S. Small Business Administration

MAR 12 1999

Date